



Human Resources
DIVISION OF UNIVERSITY HOUSING
UNIVERSITY OF WISCONSIN-MADISON

COVID-19 – Information about Medical Privacy

Confidentiality of medical information is something UW-Madison and University Housing take very seriously

What is considered protected medical information? Your name directly associated with your test results or diagnosis.

Example	Protected Medical Information?	Why?
“Bucky Badger tested positive for COVID”	Yes	The name and the test result are linked together
“Bucky Badger will be out for the next 10 days, so let’s take them off the schedule”	No	The test result/diagnosis is not shared
“Someone in the workplace tested positive for COVID”	No	The name of the person was not shared

If I test positive for COVID, who will know? Only people with a legitimate, business need-to-know will be informed of protected medical information.

Who?	Will they be informed of a positive test result?	Why?
University Health Services (UHS)	Yes	UHS administers the COVID tests on campus; the consent form the employee completed gives UHS authorization to receive the results.
UW-Madison Office of Human Resources	Yes (Shared by UHS)	The campus HR Office is receiving test results from UHS, looking up the employee’s work location, and sharing the information with the employee’s HR Office.
University Housing Human Resources/Designated Disability Representative	Yes (Shared by OHR)	In order to provide guidance to supervisors and the employees, and to discuss leave options, HR needs to know the name and medical information.

Who?	Will they be informed of a positive test result?	Why?
Supervisor onsite when positive test result received by HR <i>**If the supervisor onsite cannot be reached at the time the positive report is made, then this may be shared with an assistant director or department head</i>	Yes (Shared by Housing HR)	For safety reasons, the supervisor onsite (or the next available manager) needs to ensure that the employee who tested positive is no longer in the workplace. <i>This person will not share the protected medical information with anyone else, including other supervisors.</i>
Direct supervisor of employee (if not the same person as above)	Yes – name only (Shared by Housing HR)	This person needs to know the employee will be absent for scheduling and work coverage purposes. Since the employee has already been removed from the workplace, the name will not be shared.
Housing Director, Department Head, and departmental Assistant Director	Yes – positive diagnosis only (Shared by Housing HR)	By being made aware of a positive test in the workplace, they can help coordinate or troubleshoot as needed. Job title and work location may also be shared. Since the employee has already been removed from the workplace, the name will not be shared.
Designated Housing cleaning contacts	Yes – positive diagnosis only (Shared by Housing HR)	By being made aware of a positive test in the workplace, the appropriate cleaning contacts can determine if additional cleaning is required. Job title and work location may also be shared. The employee’s name will not be shared.
Co-workers	Maybe – positive diagnosis only (Shared by Contact Tracer)	If there’s reason to believe there was exposure in the workplace to the employee who tested positive, co-worker’s may be informed. The employee’s name will not be shared